

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

e-mail address for applications: jobs@tceq.texas.gov
Physical Address - 12100 Park 35 Circle, Bldg. A
Mailing Address - P.O. Box 13087/MC-116
Austin, Texas 78711-3087
(512)239-0102

Internet: www.tceq.texas.gov

Fax: (512)239-0111

State Title:	Systems Analyst V
Functional Title:	Systems Administrator IV
Job Posting:	12133 (Re-Opened)
Monthly Salary:	\$4770.58 - \$6050.00
Posting Date:	06/29/2012
Close Date:	Open Until Filled
Section/Division:	Infrastructure Management Section/ Information Resources Division
Work Location:	12100 Park 35 Circle, Austin, TX 78753
Openings:	One(1)
Position #(s):	0921

Applicants who previously applied will still be considered and do not have to re-apply

Job Description:

Supervises and provides technical guidance on IT administration for the Information Resources Division of the Texas Commission on Environmental Quality (TCEQ). Supervises the development and delivery of enterprise IT services. Adapts team roles, responsibilities, and processes to effectively meet agency goals. Administers human resources management functions, including hiring, performance management, and staff development. Manages daily task assignments to meet team deliverables. Communicates/Interfaces with management and other technical teams, including outsourced IT services providers, to ensure enterprise-level service needs are anticipated and met. Chairs/Participates on technical committees and review boards as required.

Minimum Qualifications:

A bachelor's degree in an information technologies or related field from an accredited college or university plus six years of full-time experience in computer systems administration, network administration, or operating system programming in an open systems environment.

OR Completion of 15 semester hours in information technologies from an accredited college or university, plus seven years of full-time experience in computer system administration, network administration, or operating system programming in an open system programming environment.

OR Eight years of full-time experience in computer systems administration, network administration, or operating system programming in an open systems environment.

All of the above minimum qualifications must include successful completion of two years as a full-time senior UNIX, LINUX, Novell, or Windows Server System Administrator in a multi-platform environment.

OR Two years of full-time TCEQ experience as a Systems Administrator III.

For the managerial track, the following additional qualifications are required:

At least two years of full-time experience managing technical staff in a multi-platform environment plus leadership skills in systems administration.

Preferred Requirements:

Experience as a work lead and/or a supervisor of technical personnel; in hiring staff; in developing staff; and/or in conducting performance appraisals.

Experience administrating and maintaining servers.

Experience planning, implementing, and/or maintaining applications and/or desktop environments in production and development environments.

Experience working in an environment with a combination of insource and outsource staff; managing vendors and/or contracts; and/or in management to service level agreement standards and/or as owner of outsourced staff service delivery interface responsibilities.

Special Requirements:

Moving up to 30 pounds of computer equipment.

Traveling up to 5% of the time with occasional overnight stays.

Working more than 40 hours per week, as needed, to complete assignments or resolve problems.

The agency will review the applicant's driving history in connection with the use of a vehicle in the performance of the job.

Condition of Employment:

TCEQ will verify Selective Service registration for males born on or after January 1, 1960. If exempt from Selective Service registration selected candidate must provide proof of exemption on first day of employment.

Offers of employment are contingent on the candidate having legal authorization to work for the TCEQ.

TCEQ will conduct a criminal history records search on candidates selected for posted vacancies.

Only applicants who are interviewed will receive written non-selection notification.

Submit a standard State of Texas application for **each job posting** to the Texas Commission on Environmental Quality, Human Resources & Staff Development (HRSD) office by 5:00 p.m. on the closing date. A signed faxed or emailed copy is acceptable. In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSD for assistance.

Texas Commission on Environmental Quality is an Equal Opportunity Employer